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<b>Volume Dates; Items listed in order bound in vol.</b>	<b>Institution Name</b>	<b>Institution Subdivision Name</b>	<b>Title of piece, or other information</b>	<b>Dates on Piece</b>	<b>Item info.</b>
1922/23-1929/30	Northeastern University, New Haven Division, YMCA	School of Commerce and Finance, Evening sessions		1922/23	
1922/23-1929/30	Northeastern University, New Haven Division, YMCA	Evening Engineering Institute		1922/23	
1922/23-1929/30	Northeastern University, New Haven Division, YMCA	School of Commerce and Finance, Evening sessions		1924/25	
1922/23-1929/30	Northeastern University, New Haven Division, YMCA	School of Commerce and Finance, Evening sessions		1925/26	
1922/23-1929/30	New Haven Engineering School, YMCA			1925/27	
1922/23-1929/30	New Haven Preparatory School, YMCA			1925/27	
1922/23-1929/30	New Haven College, YMCA	Departments of Commerce and Finance, Engineering Preparatory, Evening Sessions		1926/27	
1922/23-1929/30	New Haven College, YMCA	Department of Engineering, Evening Sessions		1926/27	Copy 1 and 2
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1922/23-1929/30	New Haven College, YMCA	New Haven Preparatory School, Day & Evening Schools		1927/28	
1922/23-1929/30	New Haven College, YMCA	Business and Engineering	Guide to Business and Engineering Education	1928/29	
1922/23-1929/30	New Haven Preparatory School, New Haven College, YMCA	Evening School		1928/29	
1922/23-1929/30	New Haven College, YMCA	Business and Engineering	Guide to Business and Engineering Education	1929/30	
1922/23-1929/30	New Haven College, YMCA	Evening Sessions	Tenth year	1929/30	
1922/23-1929/30	New Haven Preparatory School, YMCA	Evening School		1929/30	



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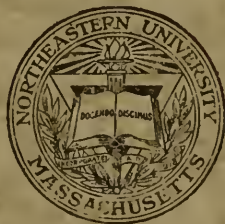
# Northeastern University

NEW HAVEN DIVISION

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## School of Commerce and Finance

1922-23



NEW HAVEN COLLEGE  
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EVENING SESSIONS

**Young Men's Christian Association**

52 Howe Street

New Haven, Connecticut



# **NORTHEASTERN UNIVERSITY**

## **DAY SCHOOLS**

### **School of Engineering**

Four-year courses in Civil, Mechanical, Electrical, Chemical, and Administrative Engineering, leading to the degrees of Bachelor of Civil, Mechanical, Electrical, and Chemical Engineering. Conducted in co-operation with engineering firms. Students earn while learning. Work conducted at Boston.

### **School of Business Administration**

Four-year course in Business Administration leading to the degree of Bachelor of Commercial Science. Students may specialize in Industrial Management, Marketing, Finance, and Accounting. A two-year course leading to the Certificate of Proficiency. Work conducted at Boston.

## **EVENING SCHOOLS**

### **School of Law**

Four-year course leading to the degree of Bachelor of Laws. Preparation for Bar Examination and practice. High scholastic standards. A limited number of mature special students admitted each year. Work conducted at Boston, and in Divisions at Worcester, Springfield, and Providence.

### **School of Commerce and Finance**

Four-year courses in Professional Accounting and Business Administration leading to the degrees of Bachelor and Master of Commercial Science. Special two-year courses for those desiring intensive specialization. Work conducted at Boston, and in the Divisions and Branches at Worcester, Springfield, Providence, Bridgeport, New Haven, Lynn, Malden, and Newton.

### **Evening Polytechnic School**

Three-year courses in Civil, Mechanical, Electrical, Chemical, Structural, Industrial, and Automotive Engineering leading to a diploma. Work conducted at Boston, and in the Divisions at Worcester, Springfield, New Haven, and Bridgeport. (The school in Worcester is known as the "Evening School of Applied Science.")

### **Northeastern Preparatory School**

Courses in usual high school subjects leading to a diploma. Three sixteen-week terms each year. It is possible for students to meet college-entrance requirements in from three to five years. Work conducted at Boston and in Divisions at Worcester, New Haven and Providence.

## **Vocational Institute**

A diversified program of short intensive courses including all phases of Automotive industry with special instruction for owners, salesmen, mechanics, and chauffeurs.

## **Department of University Extension**

Home Study courses in co-operation with the United Y. M. C. A. Schools. Classes organized and lectures conducted in cities and towns throughout New England, and in co-operation with leading corporations and business concerns.

For further information concerning any of the above schools

Address

**NORTHEASTERN UNIVERSITY**

316 Huntington Avenue, Boston, Massachusetts

or 52 Howe St., New Haven, Conn.

# Northeastern University

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## School of Commerce and Finance

1922-23



### *EVENING SESSIONS*

Northeastern University of the Boston Y. M. C. A. is incorporated under the laws of Massachusetts and is located in Boston. Divisions of the University are conducted in Worcester, Springfield, Bridgeport, Providence and New Haven. Branches are conducted in Lynn, Cambridge, Malden and Newton.



## CALENDAR

1922	September 11	Senior Class Lectures begin.
	September 11-15	Examinations for Entrance, for Removal of Conditions, and for Advanced Standing.
	September 25	Other class lectures begin. Payment of the first installment of tuition.
	October 12	Columbus Day (classes omitted in Massachusetts and Connecticut).
	November 20	Payment of second installment of tuition.
	November 30	Thanksgiving Day (classes omitted).
	December 23-	
1923	January 1	Christmas Recess.
	(both dates inclusive)	
	February 1	Payment of last installment of tuition.
	February 22	Washington's Birthday (classes omitted).
	March 1	Candidates for degrees must file application.
	April 19	Patriot's Day (classes omitted in Massachusetts).
	May 30	Memorial Day.
	June 17	Baccalaureate Sermon (Boston).
	June 20	Commencement Exercises (Boston).

# NORTHEASTERN UNIVERSITY

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# NORTHEASTERN UNIVERSITY

## Historical Sketch

THE INCORPORATION of Northeastern University of the Boston Young Men's Christian Association in March, 1916, marked the culmination of a notable development. The University is not a new institution, but a realization of an ideal carefully worked out and persistently followed for a period of many years. The Boston Young Men's Christian Association, established in 1851, had as one of its first lines of endeavor evening classes for young men.

It was not, however, until 1896 that the evening school system was placed upon a permanent basis with expert supervision. As courses were being offered in increasingly large numbers, it became evident that a more complete organization should be effected, with the result that the courses were grouped as separate schools, such additional courses being offered as would complete the curricula of the several schools.

The School of Law, established 1898, was incorporated in 1904 with degree granting power. The School of Commerce and Finance, founded in 1907, was incorporated in 1911, and was given the right by the State to grant the Bachelor and Master of Commercial Science degrees. The School of Engineering was opened in 1909, and received in 1920 the right to grant the following degrees: Bachelor of Chemical Engineering, Bachelor of Mechanical Engineering, Bachelor of Electrical Engineering, and Bachelor of Civil Engineering. Affiliated with the University are the Evening Polytechnic School, the Huntington School for Boys and the Northeastern Preparatory School. Divisions of the University have been established at Worcester, Springfield, Bridgeport, New Haven, and Providence.

To more closely co-ordinate the work of the Divisions and Branches throughout New England with the work at Boston, a Regional Committee was organized May 5, 1920, for the purpose of "promoting, financing, supervising, and developing Divisions and

Branches of Northeastern University." This committee is organized so as to insure the most effective and uniform service to all.

### **The School of Commerce and Finance**

From the period of its foundation in 1907 until its incorporation in 1911 the work of the School of Commerce and Finance passed from a series of unrelated short term evening courses into a carefully planned program of instruction.

The first class graduated in 1914. Since that time, 376 students have received the degree of Bachelor of Commercial Science, and 15 men, the Master of Commercial Science.

Up to 1921, the School laid special emphasis upon the curriculum in Professional Accounting. During this period, sixty-five of the graduates passed the examination for Certified Public Accountant. (C.P.A.)

In 1921 the regular four year curriculum leading to the degree of Bachelor of Commercial Science in Business Administration was strengthened. This curriculum was planned to give men the basic general training in the fundamentals of business and to develop them in some particular phase of specialization.

### **Admission of Women**

Women were first admitted to the School of Commerce and Finance at the Worcester Division in 1918. They will, therefore, receive the degree for the first time in Worcester this year, 1922. The Division of Springfield admitted them in 1920. Beginning September, 1922, a limited number of women will be admitted as candidates for the degree at Boston, at all Divisions, except Providence and New Haven and at all Branches.

### **Divisions**

Divisions of the School of Commerce and Finance are located at Worcester, Springfield, Providence, New Haven and Bridgeport. Four-year curriculums are being offered in all these cities except New Haven, where three years' work is being given. The fourth year will be offered in 1923-24.

The standard of the work required in the Divisions is identical with that in Boston. In some cases it is necessary to vary the elective courses in the various cities depending upon the local needs of the community. The admission requirements, content of courses, requirements for attendance, scholastic attainment and graduation are the same in all cases.

### **Branches**

Branches of the School are located at Lynn, Cambridge, Newton and Malden. In each of these places only the first year will be offered during 1922-23. In no case will more than two years' work be given in any Branch. Then the student transfers his work to Boston where he completes the upper years. In most cases the faculty of the Branches is identical with the faculty in Boston. The Branches maintain a very close relationship to the School in Boston, so that the transition of the student from the Branch is made with the least possible difficulty.

### **The Organization of the School**

The school is an evening school of collegiate standards, built around:

1. A carefully co-ordinated and correlated course of study, which gives the student sound training in the basic principles of business.
2. The development of fields of specialization, which meet local needs.
3. A combination of practical experience and of scientific training in business.
4. A faculty of specialists.
5. High ethical standards.

The School of Commerce and Finance of Northeastern University is non-proprietary in character, devoting its energies to building up the best possible type of evening business school for ambitious and worthy men. The school aims at service, and on this alone, it owes its existence as a successful institution.

The school offers training to those who desire to become professional accountants and business men. It also prepares men for educational work. Although they have received a broad cultural training in college, they find that they require scientific training in business principles in order to advance in their professions. The school affords an excellent opportunity for these men to combine business experience with scientific training.

### **Method of Instruction**

Business problems are presented to the class for discussion. The instructor then sums up the conclusions. In this way, the students are given a practical application of the principles involved. The instructor ties up each new subject with what has gone before, so that the students get the proper and logical sequence. In most courses, text or problem books are assigned for outside work. Original problems are also assigned. Each student prepares a solution of such problems and presents them for criticism.

The students are trained in the writing and presentation of reports. The form and structure, as well as the content of these reports, are critically examined by the instructor and returned to the students.

### **The Faculty**

The faculty of the School of Commerce and Finance is composed of men with practical business experience, who are also successful instructors. These men have continually built up the prestige of the School through their ability and standing in their respective professions. To them, the success of the School may be attributed.

### **The Student Body**

The student body is drawn mostly from business and professional men, although almost every vocation is represented.

During the year 1921-22, the distribution of students by ages was as follows:

Under twenty years	12%
Twenty to twenty-four years	50%
Twenty-five to twenty-nine years	23%
Over thirty years	15%

This shows that a very large percentage of the men are relatively mature. Besides, they have considerable business experience and many of them are holding important executive positions.

On the whole, the student body may be divided into two groups:

First, those who have recently graduated from high school but who do not have the means to afford a day school training. They are willing to sacrifice their pleasure for four years because they are ambitious to make their mark in the business world.

Second, those who entered business without a desire to continue their education, but who have found that a scientific training in business will fit them for advancement in their profession. Among this group are to be found executives, heads of departments, college graduates, and others.

### **The Employment Bureau**

The school maintains an Employment Bureau, which keeps graduates and under-graduates in contact with openings in business. A study is made of the nature of the position and a student is selected who will fill that position competently.

As soon as the Employment Bureau is informed of a vacancy, graduates or under-graduates, who are competent to fill the position, are notified. If they are not interested in the position, they report back to the Employment Bureau. If they are interested, and have an interview, they report whether or not they have received the position. If they do not take or receive the position, they inform the Employment Bureau of their findings. In this way, the Employment Bureau is able to check up on the position and the location of its men.



# Admission Requirements

## 1. Regular Students

A candidate for the B. C. S. degree must meet one of the following admission requirements:

- a. He must be a graduate of an approved high school or school of equal grade.
- b. He must have completed satisfactorily fifteen units of work in an approved high school or school of equal grade.
- c. If over twenty-three years of age, he may be admitted:
  1. If he has demonstrated his ability by business experience in responsible positions, and
  2. Passes satisfactorily the Thorndike test in general intelligence for admission to professional schools, and
  3. Passes a satisfactory examination in commercial arithmetic.

NOTE: A student seeking admission as a regular student under rule **c.** must take the necessary examinations and meet the other admission requirements as outlined in this rule at the time of admission to the school; the examinations being taken at such times and under such rules as may be decided upon by the committee on admission.

- d. A student who has been admitted to the school as a special student, not a candidate for the B.C.S. degree (see par. 2 below), and *who is pursuing a regular four year curriculum in the school*, may later be reclassified as a regular student: provided, at the time of reclassification, he shall have qualified so far as meeting either **a** or **b** of the above admission requirements.

A special student who is not taking a regular curriculum, but who is pursuing only a limited number of special courses in the school may, if he desires to transfer to a regular curriculum as a candidate for the degree, qualify under **a**, **b**, or **c** of the above admission requirements. If he has previously sought admission under **c**, and failed, he is permitted to qualify only under **a** or **b**. In order to make up the work

required for admission to candidacy for the degree, a student must present evidence of sufficient secondary school work to meet the admission requirements, or he may take additional courses in the school, subject to the approval of the Committee on Admission—each semester of additional work satisfactorily completed counting as one unit toward admission credit. Not more than six units may be made up in this manner.

## **2. Special Students**

A limited number of students who do not meet the above admission requirements, may be admitted to the school as special students, not candidates for the B.C.S. degree, at the discretion of the Dean and the Committee on Admission. Such students must furnish satisfactory evidence of maturity and of ability to pursue the work of the school. These students may, subject to the approval of the Dean and the Committee on Admission take any of the regular curriculums or such courses or combination of courses as may be desired.

### **Advanced Standing**

Students who have pursued regular courses of instruction in a school of commerce and finance of a recognized college or university, may receive advanced standing, not exceeding three years' credit, by presenting a certificate showing the work completed.

Students, who pass an examination in elementary accounting, may be excused from the Elements of Accounting. This examination presupposes three years' training in bookkeeping in a commercial high school or its equivalent. Students, who desire to take the examination, should make an application on a form provided by the School, and submit such credentials as the Dean and Committee on Admission may require.

### **Registration**

Early registration at the Office of the School is advisable because after the application blanks have been filed in the Office of the School of Commerce and Finance, the credentials must be verified and acted upon before the student's status can be determined. This necessarily requires considerable time.

## Fees

### FULL COURSE

<b>Application Fee.</b>	Payable on initial application	\$5.00
<b>Yearly Tuition Fee</b>	(including limited Y. M. C. A. membership)	100.00
This fee is payable as follows:		
September 25	. . . . .	35.00
November 20	. . . . .	35.00
February 1	. . . . .	30.00

### SINGLE SUBJECTS

(Fees include a limited Y. M. C. A. membership)

Elements of Accounting	. . . . .	60.00
Partnership and Corporation Accounting	. . . . .	75.00
Advanced Accounting Problems	. . . . .	45.00
System Building	. . . . .	45.00
Cost Accounting	. . . . .	45.00
Auditing	. . . . .	45.00
Other two-semester subjects	. . . . .	42.00
One-semester subjects	. . . . .	22.00

### EXAMINATIONS

Intelligence Tests for Admission	. . . . .	2.00
Examinations to Remove Conditions	. . . . .	2.00

### GRADUATION

Graduation Fee	. . . . .	10.00
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## **Withdrawals and Refunds**

Students who are forced to withdraw from the School are requested to notify the school office in writing to the effect that they are withdrawing and giving their reasons for doing so. This notification should be given promptly.

As the University assumes the obligation of carrying the student throughout the year when the student registers, and as the University provides the instruction and accommodations on a yearly basis, the Executive Council of the University has ruled as follows:

- A. Applications for refunds must be presented within sixty days after withdrawal from the School.
- B. Credits and refunds will be granted only as stated below:
  1. The unused portion of the tuition paid by the applicant may be placed in suspense and used at some future time to apply upon the tuition of any school in Northeastern University. This is done provided the reasons set forth in the application meet the approval of the Committee on Refunds, and on the further condition that the credit be used within two years.
  2. Cash refunds may be granted only in cases where students are compelled to withdraw on account of personal illness. The application must be accompanied by a satisfactory certificate from the physician.

In the event of withdrawal after initial application for admission has been filed no refund is made of the five dollar application fee.

## **Requirements for Degrees**

Candidates for graduation should file their applications in the School Office not later than the first of March in the year in which they plan to receive the degree.

### **THE BACHELOR OF COMMERCIAL SCIENCE DEGREE**

1. Candidates for the degree of Bachelor of Commercial Science must complete all the term work in twenty-four semester courses with a grade of at least 60%.

2. They must pass the final examinations in these courses with a grade of at least 60% (D) and attend 75% of the lectures in each course; or pass their final examinations with a grade of 70% (C) and attend between 50 and 75% of the lectures. (See attendance requirements).

#### THE MASTER OF COMMERCIAL SCIENCE DEGREE

Candidates for the degree of Master of Commercial Science must fulfill the following requirements:

1. (a) Graduates of schools of commerce and finance of recognized colleges and universities must complete twelve semester courses with a grade of 85% (B).  
(b) Graduates of colleges of liberal arts and scientific schools must complete eighteen semester courses with a grade of 85% (B). The Elements of Accounting, Marketing, Business Finance, Commercial Law, Business Statistics, and Factory Administration are required and give a total of twelve semester courses. The remaining six semester courses may be taken in some field of specialization.
2. They must carry on research and present the result in thesis form. The thesis must be satisfactory to a Board of Examiners appointed by the Dean.
3. They must pass an oral examination in their special field of research.

#### Graduation with Honors

Students who desire to compete for honors must complete their work in four academic years. Those who complete all the required work with an average of 80% will be graduated with honor. Those who complete all the required work with an average of 90% will be graduated with highest honor.

#### The Certificate of Proficiency

The Certificate of Proficiency will be granted to those who have completed one of the two year curriculums.

## Curriculum Requirements

The School maintains two curriculums, which meet two different needs. The Professional Accountancy curriculum demands intensive specialization throughout the four years on the part of the student. The Business Administration curriculum, on the other hand, aims to prepare men for business in general. The student is required to master the fundamental principles of business administration and acquire the technique of some special field of business.

All first year students taking a regular course are required to study the same subjects, as follows:

	Semester Courses*
Elements of Accounting (101-2)	3
Fundamentals of Business Administration (151-2)	2
Business English (135)	1
<b>Total</b>	<b>6 Semester Courses</b>

After the first year, the student will elect either Professional Accounting or Business Administration.

### Professional Accounting

This curriculum is intended to prepare students to enter the accounting profession. It offers thorough preparation for those who desire to pass the examinations, given by the American Institute of Accountants, for Certified Public Accountant. Between 1915 and 1921, sixty-five of the graduates of the School received the C. P. A. Degree. Today, many of them are leaders in the accounting profession.

While intended to prepare for professional accounting, this curriculum does not limit itself to training students to handle technical accounting terms, methods and records. Sufficient economic and legal background is worked into the course to enable the student to analyze business conditions. Many of the graduates of this School, who have taken the curriculum in Professional Accounting, have not entered the public accounting field, but are today engaged in commercial and industrial accounting. The curriculum in Business Administration may be adapted for specialization in commercial and industrial accounting by putting greater emphasis upon the analysis and interpretation of the economic principles underlying business enterprise.

Having completed the first year's work, as described above, the student must take the following required subjects during the second, third and fourth years:

\*For definition see page 30.



<b>REQUIRED SUBJECTS</b>	<b>Semester Courses*</b>
Advanced Accounting Problems (301-2)	2
Auditing (403-4)	2
Contract and Agency Law (211)	1
Cost Accounting (401-2)	2
Mathematics of Accounting (406)	1
Partnership and Corporation Accounting (201-2)	4
Partnership and Corporation Law (212)	1
Sales, Negotiable Instruments, etc., Law (312)	1
System Building (303-4)	2
<b>Total</b>	<b>16 Semester Courses</b>

<b>ELECTIVE SUBJECTS</b>	<b>Semester Courses*</b>
(Elect two)	
Corporation Finance (432)	1
Factory Administration (449)	1
Income Taxes (405)	1
Office Organization (440)	1

### **Business Administration**

This curriculum is planned to give those who want to become business executives the necessary general training in business administration and the specialization in whatever fields they may elect. Certain courses are required. Others may be elected according to the type of training desired.

Not only does the student need a general training in the fundamentals of business, but he should select a field for specialization which should follow a definite and logical plan so that he may get a well-balanced training in the field of his choice. If a student desires to specialize in Retailing, obviously he should also have training in Credits, Business Letters and Reports, Business Psychology, Advertising, and Salesmanship. This example illustrates how related courses are built into a curriculum to give the student a specialized training in his particular field.

Having completed the first year's work, as described on page 19, the student must take the following required subjects during the second, third and fourth years:

<b>REQUIRED SUBJECTS</b>	<b>Semester Courses*</b>
Business Finance (253)	1
Business Statistics (451-2)	2
Contracts and Agency Law (211)	1
Factory Administration (449-50)	2
Marketing (231-2)	2
Office Organization (340)	1
Partnership and Corporation Law (212)	1
<b>Total</b>	<b>10 Semester Courses</b>

A description of these courses will be found on pages 23-29.

\*For definition see page 30

## ELECTIVE SUBJECTS

## Semester Courses\*

Elect 8 Semester Courses from the following:)

Advertising (447)	1
Business Letters and Reports (136)	1
Business Psychology (134)	1
Corporation Finance (321)	1
Cost Accounting (401-2)	2
Credits and Collections (431)	1
Labor Problems (457-8)	2
Partnership and Corporation Accounting (201-2)	4
Retailing (453-4)	2
Sales, Negotiable Instruments, etc. Law (312)	1
Salesmanship (331)	1
System Building (303-4)	2
Traffic Management (455-6)	2

A description of these courses will be found on pages 23-29.

Those who are interested in any other fields of specialization are advised to consult the School office in order that programs may be drawn up to meet their special needs. Some additional fields of specialization which may be followed in the School are:

Merchandising	Manufacturing	Labor Problems
Transportation	Advertising	Statistics
	Finance	

Students who do not care to spend four years in study may make arrangements at the School office to follow programs of instruction which will cover periods of two or three years, in any one of the above fields of specialization.

## Single Subjects

Students may register in one or more of the individual (unit) courses. In this manner, those who wish to concentrate in one particular field, may do so without studying any of the allied courses. It will be necessary, in these cases, for the students to spend only one or two nights a week in the School, according to their programs. The following unit courses are suggested: Accounting, Finance, Banking, Advertising, Salesmanship, Marketing, Credits and Collections, Business Psychology, Office Management, Factory Administration, Business Statistics, Business English, Business Letters and Reports, Traffic Management, and Labor Problems.

## Programs of Study

Students will arrange their programs of study in accordance with the requirements as listed above. The schedule of courses will be found on the enclosed schedule sheet. All courses are not offered every year. Care should be taken, therefore, to examine this schedule before making out programs.

Suggested schedules of courses are listed below. It should be noted that these schedules are based on the completion of the

required number of semester courses within four years. This work requires class room attendance for three nights a week during each of the four years. In special instances a larger or smaller amount of time may be taken to complete the requirements for the degree.

## A Suggested Schedule in Professional Accountancy

### FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
Elements of Accounting (101), two nights per week	Elements of Accounting (102), one night per week
Fundamentals of Business Administration (151)	Fundamentals of Business Administration (152)
	Business English (135)

### SECOND YEAR

Partnership and Corporation Accounting (201), two nights per week	Partnership and Corporation Accounting (202), two nights per week
Contract and Agency Law (211)	Partnership and Corporation Law (212)

### THIRD YEAR

Advanced Accounting Problems (301)	Advanced Accounting Problems (302)
System Building (303)	System Building (304)
Income Taxes (405)	Sales, Negotiable Instruments, etc., Law (512)

### FOURTH YEAR

Cost Accounting (401)	Cost Accounting (402)
Auditing (403)	Auditing (404)
Mathematics of Accounting (406)	Office Organization (440)

## A Suggested Schedule in Business Administration

### FIRST YEAR

FIRST SEMESTER	SECOND SEMESTER
Elements of Accounting (101), two nights per week	Elements of Accounting (102), one night per week
Fundamentals of Business Administration (151)	Fundamentals of Business Administration (152)
	Business English (135)

### SECOND YEAR

Marketing (251)	Marketing (225)
Business Finance (253)	Office Organization (340)
Traffic Management (455)	Traffic Management (456)

### THIRD YEAR

Contracts and Agency Law (210)	Partnership and Corporation Law (211)
Factory Administration (449)	Factory Administration (450)
Credits and Collections (431)	Business Psychology (134)

### FOURTH YEAR

Business Statistics (451)	Business Statistics (452)
Advertising (447)	Salesmanship (331)
Labor Problems (457)	Labor Problems (458)

# Outline of Courses

## ACCOUNTING

**Elements of Accounting 101-2.** Four hours each week during the first semester and two hours each week during the second semester.

This subject is required throughout the Freshman year of the four-year course. It is designed to cover the fundamental principles of accounting theory and practice and may be taken with profit by beginners and those having some knowledge of the subject. Commencing with the most simple proposition in double entry bookkeeping, it concludes with work beyond the knowledge of the ordinary bookkeeper. A large amount of home work is given, supplemented by lectures and problems in class.

### Theory of Accounts

Theory of debit and credit as applied to the ledger; use of the journal; posting from the journal to the ledger; the trial balance and its errors; functions of accounts; profit and loss statement; the balance sheet, what it shows and how to read it. Division of journal into cash book, sales book, purchase book and general journal; percentage, interest and discount; turnover. Negotiable paper; practice in making notes, drafts and checks; reconciliation of bank statement with check book balance, controlling accounts.

### Practical Accounting

Problems performed in class consisting of trial balances, profit and loss statements and balance sheets, closing entries for single proprietorships and partnerships; working sheets and goodwill; adjusting entries for depreciation, reserves, obsolescence, deferred charges to profit and loss and expense distribution.

A complete set of single proprietorship books including banking operations. Admission of a partner and complete set of partnership books.

**Partnership and Corporation Accounting 201-2.** Four hours each week throughout the year.

Problems and sets illustrating the principles and practices in Single Entry, Partnership, and Corporation are assigned for home work. Class lectures cover the theory of these subjects.

### Single Entry

Set to be worked. Problems in making financial statements from single entry books.

## **Partnership**

Organization; admission of a partner; good-will; adjustment of capital account; insurance on a partner's life; division of profits; sale as a going concern; dissolution; liquidation. Set to be worked, covering the above principles and including depreciation and adjusting entries.

## **Corporation**

State laws relating to business corporations; organization; kinds of stock; books and records; distinctive corporation accounts; treasury stock; dividends; incorporating a going concern; bond issues; bond premiums and discounts; bond interest, sinking funds; redemption of bonds; surplus and reserve funds; corporation statements. Set to be worked covering the above principles with adjusting entries.

Distinctive manufacturing accounts; manufacturing statements; consolidated balance sheet; receivership and bankruptcy; reorganization; dissolution of a corporation.

**Retail Accounting 203-4.** Two hours each week throughout the year.

**Advanced Accounting Problems 301-2.** Two hours each week throughout the year.

This course consists of lectures, demonstrations, and discussions on the accounting principles involved in problems selected from past C.P.A. examinations. It is intended as a preparatory course for the C.P.A. examinations as well as a further study of advanced accounting.

Review of classification of accounts; form and arrangement of statements; partnership organization; settlements and adjustments; advanced corporation exercises including organization, bond issues and sinking funds; consolidations; holding companies; re-organization; accounting for trustees and executives; branch houses; foreign exchange; receivership and bankruptcy; realization and liquidation accounts; manufacturing and cost accounts; special investigation; theory quizzes from recent C.P.A. examinations.

**System Building 303-4.** Two hours each week throughout the year.

General problems in designing and installing systems; preliminary investigation; commercial papers; rulings. Auto Sales Company—general conditions and plan of operation; forms, assets and liabilities; income accounts; expense accounts. Grocery Company—forms, assets and liabilities, income accounts, expense accounts. Club Set—general plan, forms, assets and liabilities, income accounts, expense accounts. Leather Company—general plan. Institutional Accounting—general plan of hospital accounts, forms, assets and liabilities, operating accounts, reports.

**Cost Accounting 401-2.** Two hours each week throughout the year.

The object of this course is to familiarize the student with the chief principles relating to the design of accounting systems for manufacturing concerns, with special references to the finding of production costs. All systems used for instruction purposes are drawn from current practice.

Relation of cost accounting to general accounting; advantages of a cost system; classification of costs; establishing a cost basis; methods of controlling cost; records; departmentalization; order systems; purchase and receiving records; stock records; requisitions; ordering quantities; inventories; pay-roll; calculation and application of departmental burden rates; distribution of expense accounts; types of cost systems; defective work losses; absorbing burden rates; graphic production control; relation of cost accounting to management.

**Auditing 403-4.** Two hours each week throughout the year.

The course deals with auditing problems as applied to mercantile and manufacturing enterprises. It is a combination of lectures, quizzes, and problem work, the problems being based upon C.P.A. questions.

Balance sheet audits; complete audits; continuous audits; special examinations; the audit of balance sheet accounts; the audit of expense accounts; analysis of accounts; the mechanical work of auditing; special types of business including mercantile, manufacturing, insurance, financial institutions, clubs, insurance companies, etc.; the preparation of audit programs and audit reports.

**Income Taxes 405.** Two hours each week during one semester.

This course deals with the State and Federal income taxes. It is a combination of lectures, quizzes, and problem work. Students are instructed in handling actual forms.

**Mathematics of Accounting 406.** Two hours each week during a semester.

Bank discount; equation of payments and accounts; logarithms; compound interest and present worth; annuities; bonds, optional redemption; serial bonds; valuation of assets; perpetuities; amortization; sinking funds; depreciation; wearing value of an asset; composite life of a plant; discussion of graphs; the use of the slide rule; and foreign exchange.

## LAW

**Contract and Agency Law 210.** Two hours each week during one semester. (Omitted during 1922-23).

### Contracts

Classification of contracts; offer and acceptance; validity of assent; consideration; legality; form; construction; operation; discharge.



### **Agency**

Definition and distinction; appointments; ratification; mutual rights and duties; authority; liability to third parties; termination of agency.

**Partnership and Corporation Law 211.** Two hours each week during one semester.

### **Partnership**

Definition and general nature; partnership contract; firm name; capital and property; mutual rights and obligations of partners; the partnership and third parties; dissolution of partnership.

### **Corporation**

Definition; formation; stock and stockholders; directors and officers; powers of corporations; foreign corporations; dissolution of corporations.

**Sales, Negotiable Instruments, etc., Law 312.** Two hours each week during one semester.

### **Sales of Personal Property**

Parties; subject matter; price; form; warranties; transfer of title; rights of third parties; performance of contracts; remedies for breach.

### **Bills and Notes (Negotiable Instruments Act)**

Forms of negotiable instruments; provisions affecting negotiability; consideration; acceptor; accommodation endorsements; negotiation; holder in due course; presentation for payment; dishonor, protest; discharge.

### **Real Estate and Probate Law**

Difference between real and personal property; law of fixtures; estates in real property; fee simple; life estates; landlord and tenant; remainders and reversions; estates in trust; mortgages; easements; title by deed; title by descent and devise; administration of estates; conveyance.

### **Bankruptcy**

Purpose of the bankruptcy law; acts of bankruptcy, voluntary and involuntary bankruptcy; receiver and trustee; proof; claims; dividends; compositions; duties and rights of a bankrupt; his exemption; his discharge.

## **FINANCE**

**Business Finance 253.** Two hours each week during one semester. (Omitted in 1922-23 unless 30 students apply).

Principles of financing; the corporation; owned and borrowed capital; basis of capitalization; securing capital; source of funds, promotion, selling securities, underwriting; financial management; investment of capital funds, calculation requirements for working capital, determination of net income, dividends, surplus, budgets, standards; financial abuses and involvements; exploitation by officers, directors and majority stock-holders; insolvency and receivership; reorganization.

**Corporation Finance 321.** Two hours each week during one semester. (Omitted in 1922-23).

I. Corporate securities: capitalization, common stocks, preferred stocks, bonds, equipment obligations, and convertible issues. II. Promotion: promoter, the banker's contribution, the financial plan, underwriting syndicates, and the marketing of investment securities. III. Administration of income: the cost of borrowed capital, surplus, special reserves; dividends, treatment of sinking fund reserves, the voting trust. IV. Expansion: law of balanced returns, community of interests, and industrial combinations. V. Failure and reorganization; cause of failures, procedure in reorganization, and industrial reorganization.

## **BUSINESS ADMINISTRATION**

**Office Organization 340.** Two hours each week during one semester.

The office manager's job; office layout; principles of standardization; daily, weekly and monthly job schedules; production control systems; job analysis; personnel methods; standardization of the correspondence and mailing division; standardization of a credit and collection division; application of the principles of scientific management to non-productive work (with lantern slides).

**Factory Administration 449.** Two hours each week during one semester.

Factory organization; planning the product; handling the materials; perpetual inventory systems; ordering function; production methods, cost department; foreman; labor management; planning department; building and equipment; relation of production department to sales department.

**Fundamentals of Business Administration 151-2.** Two hours each week throughout the year.

In this course a study is made of the principles underlying business enterprise. The following topics will be discussed: (a) industrial development and its effect upon industrial organization; (b) the principles of consumption, supply and demand, price, value, exchange; (c) the production and distribution of commodities; (d) facilitating agencies, money, monetary systems, banking, transportation, insurance, etc.; (e) the distribution of wealth, interest, wages, rent and profits; (f) canon of taxation, direct and indirect, tariff, income and inheritance taxes; (g) social problems.

**Business Psychology 134.** Two hours each week during one semester.

This course will deal principally with executive control and employee problems. I. The technique of executive control: the trend of management; prerequisites of the executive; the impulses and desires of workmen; the development of

executive traits; the instruments of management; arousing interest and incentive; and the maintenance of control. II. Employee problems: discipline, co-operation; and records.

**Marketing 251-2.** Two hours each week throughout the year.

The functions and activities of the agencies of distribution are analyzed; that is, the manufacturer, merchant, wholesaler and retailer. A study is made of the problems of distribution of selected commodities. This course is conducted by lectures, discussions of problems, outside readings and reports.

**Banking 253-4.** Two hours each week throughout the year.

**Salesmanship 331.** Two hours each week during one semester.

Economics in selling; factors in selling; psychology in selling; man power in selling; knowing the goods; building the selling power; judging the customer's nature; winning the customer's confidence; obtaining an audience; arousing the customer's interest; inducing the desire to buy; getting decision and action; handling objections; personal analysis; putting art into selling; and maintaining poise and power.

**Credits and Collections 431-2.** Two hours each week throughout the year.

Credit obligations; trade acceptance; financial statements; sources of information; collection correspondence; adjustment and causes of failure; credit insurance; retail credits; collection of retail accounts; bank credits; credit problems; collections; adjustment and extension; insolvency; bankruptcy; law and proceedings; proceedings of creditors; claims; discharge of bankruptcy; commercial ethics; distinguishing characteristics of a successful credit manager; the National Association of Credit Men.

**Advertising 447.** Two hours each week during one semester.

Development of advertising; advertising as a business force; the advertiser, the product and the consumer; how the senses help the advertiser; how the advertiser avails himself of instincts; the part in advertising performed by imagination; what memory is and how it assists in making advertising effective; the state of mind called "attention"; the effect of color and its use in advertising; the action of color in securing attention to advertising; the use of type in advertising; the purpose of illustrations and their preparation; intelligent choice of methods of illustration; the trade-mark as a standardizer in quality and price; the advertising manager; his preparation and his duties; an advertising campaign and what it involves; fixing the advertising appropriation; available advertising media and their profitable uses; selecting an advertising agency; getting your products sold through advertising; advertising design and display, making desire and habit do your work in selling by advertising; how to get crowd to respond; the necessary elements of advertising English; the selection of the particular style of language to reach a certain group; the writing of letters that sell; the ethics of advertising; positions in the advertising world and how to obtain them.

**Business Statistics 451-2.** Two hours each week throughout the year.

This course is intended to give the student the principles involved in collection, presentation, and interpretation of statistics. These principles are applied to concrete problems of specific types of business and to a study of the general trend of business. A study is made of the statistics which tend to show changes in business conditions. Business indices and barometers, which are at present used, will be discussed. Students will be assigned problems which will give them a practical application of the principles brought out in the class discussions. They will also be given instructions in the presentation of statistics.

**Retailing 453-4.** Two hours each week throughout the year.

This course deals with the practical problems of retailing. Emphasis is placed upon the classification of merchandise, stock control, selling policies and advertising. A study is made of stock from the point of view of receiving, marking, records, inventories and shortages. Buying: sources and methods.

Administration: personnel, promotion, salaries and wages. Financial and statistical control.

**Traffic Management 455-6.** Two hours each week throughout the year.

This course deals with the problems of traffic management from the point of view of the railroads, and the shipper. A special study is made of the problems confronting the traffic manager in immediate lines of business.

**Labor Problems 456-7.** Two hours each week throughout the year.

## **BUSINESS ENGLISH**

**Business Letters and Reports 136.** Two hours each week during one semester.

Effective industrial correspondence and forms. This course, beginning with the mechanical phases of letter writing, rapidly advances to the study of application letters, inquiry, complaint, and adjustment letters. Stress is laid on sales letters and collection letters and methods. The psychology of selling from the letter of application to special sales letters, language adapted to the specific demand; flexible sentences and paragraphs—these fundamentals are presented and practiced to the fullest extent possible.

**Business English 135.** Two hours each week during one semester.

For the students of Accounting, this course stresses the business report, commercial description, clear exposition or explanation. It treats of certain technical phrases which accountants must use, from accounting business and commercial law. Financial statements, balance sheets, letters of application, sales letters; sentence and paragraph structure—all are subordinated to clean, clear phrasing.

For the students of Administration, this course emphasizes the business report, clear exposition, sentence and paragraph structure. Equal stress is laid on the psychology of selling direct by mail, on the principles and practice of letters of application, credit, collection, adjustment. The sales letter receives close attention—the form, the diction, the controlling idea, the psychological appeals, follow-up methods.

## General Information

### The School Year

1. The school year is divided into two semesters of sixteen sessions each.
2. A semester course consists of sixteen sessions of two hours each, exclusive of the final examination.
3. A full course consists of thirty-two sessions of two hours each, exclusive of the final examination.

### Reports

Reports of a student's progress are issued four times a year; on the first of December, February, April, and June.

### Grades

The following system of grading has been adopted by the School:

A	90-100%
B	80-89
C	70-79
D	60-69
F	Failure

### Attendance Requirements

1. The student must attend at least one-half of the sessions in a course in order to be permitted to take the examination therein. No exception is made to this rule.
2. If the student attends at least three-fourths of the sessions in a course, he is entitled to take the examination therein and will pass if he attains a grade of 60 per-cent.
3. If the student attends between one-half and three-fourths of the sessions in a course, he must furnish satisfactory excuse to the Committee on Attendance for the absence under three-fourths in order to be permitted to take the examination therein; and, further, he must attain a grade of 70 in order to pass in such examination.

4. In order to receive credit for attendance at a session, a student must be present in the classroom during the entire period, unless, upon satisfactory excuse, his presence for a shorter period is accepted by the Committee on Attendance.

### **Examinations**

1. Final examinations in first semester courses are given during the seventeenth week of the term.

2. Final examinations in second semester courses are given during the thirty-fourth week of the term.

3. Final examinations are given in full year courses during the thirty-third week of the term, except in System Building, in which no final examination is given.

4. All the term work must be completed before a student can receive credit in any course.

5. In order to be permitted to take the final examinations in a course, the student must qualify by an attendance of at least 50%. (See Attendance Requirements).

6. If a student, for good cause, does not take the final examination in a course, he may take it at the next scheduled examination in that subject and receive credit as though it were the final examination.

### **Re-Examinations**

1. Re-examinations for Seniors will be given in the spring, and for under-classmen in September (See Calendar).

2. A student is also allowed to make up a condition by taking the next final examination given in the course in which he is conditioned.

3. A student who fails the final examination in a course shall not receive more than 60% on the re-examination.

4. A student cannot take a re-examination in order to raise his grade.



## **Schedule of Re-Examinations—1922**

### **September 11**

- Elements of Accounting (101-2)
- Partnership and Corporation Accounting (201-2)
- Business English (135)
- Advanced Accounting Problems (301-2)
- Business Psychology (134)

### **September 12**

- Contracts and Agency Law (210)
- Partnership and Corporation Law (211)
- Sales, Negotiable Instruments, etc. (312)

### **September 13**

- Economics (132)
- Corporation Finance (321)

### **September 14**

- Principles of Business (131)
- Salesmanship (331)

### **September 15**

- Industrial Analysis (133)
- Credits and Collections (431-2)
- Advertising (447-448)

## **Promotion**

1. Students cannot be classified as Seniors until all conditions have been removed.
2. Under-classmen may be promoted to the next higher class provided that they do not have conditions exceeding two semester courses of more than one year's standing.

## **Buildings**

The School of Commerce and Finance is housed in the Y.M.C.A. Buildings in Boston, Worcester, Springfield, Providence, Bridgeport, New Haven, Lynn, Cambridge, Malden and Newton.



## **Classrooms**

Adequate, well-lighted, heated and ventilated classrooms are provided.

## **Dormitories**

In each Y. M. C. A. Building, students may secure comfortable and well furnished rooms at a minimum price. There is a congenial atmosphere of fellowship and of social life in the dormitories, and opportunities are available for forming friendships.

## **Physical Training**

Each building has unexcelled facilities in the nature of gymnasiums, swimming pools, and bowling alleys. Opportunities are provided for practically every physical activity. School of Commerce and Finance men are urged to avail themselves of the opportunities for physical training. It is especially necessary that men who are employed during the day and studying in the evening take some kind of adequate exercise in order that they may do the most effective school work.

## **Reduced Gymnasium Rates to Students**

In order to insure the use of the gymnasium and to bring it within the means of all students, special reduced rates are granted to School of Commerce and Finance students.

## **Other Recreative Opportunities**

Other recreative opportunities of widely varied nature are offered in the form of billiard rooms, libraries, game rooms, and other facilities. In fact the Y. M. C. A.'s in which the School of Commerce and Finance is located are equipped for almost every type of clear, virile, and wholesome activity.

## **Social Life of the School**

The constant association with other men of outstanding ability from nearly every type of human activity, is of incalculable value to the student. In addition to the usual classroom contacts, men are also brought together at special lectures, class dinners, and other school functions which are highly profitable and pleasurable.

## Alumni Association

### GRADUATES OF THE SCHOOL OF COMMERCE AND FINANCE

The School maintains an active Alumni Association. The organization sustains a vital interest in the University. The members study its problems, offer constructive suggestions, and otherwise keep in close touch with the school.

### EMPLOYMENT SERVICE

Regularly organized, with active officers, the Alumni have an established Employment Service. This bureau attempts not only to place any unemployed member in a position, but also to advance those already employed to better positions. Some of the members have attained important executive rank; others have influential acquaintance with leading business houses; a proportionally large number are in business for themselves. Accordingly, a broad field of opportunity exists, in which each alumnus is of valuable assistance to others of the Association. This service is rendered in the spirit of comradeship and fraternalism.

### OFFICERS 1921-22

President, GEORGE L. HOFFACKER

Vice-President, JOSEPH A. DUDLEY

Secretary, ROBERT BRUCE

Treasurer, R. O. KEATING

Address, 316 Huntington Avenue  
Boston, Massachusetts

## Graduates of the School of Commerce and Finance

### 1914—Bachelor of Commercial Science

Daniel Asher, B.S., LL.B., Worcester  
\*Thomas H. Burton, Winchester  
Einar W. Christenson, C.P.A., (N. H.),  
Arlington  
George S. Clarkson, C.P.A., (Mass.), Roxbury  
William S. Cooper, Medford  
Charles H. Cornell, C.P.A., (Mass.), Chelsea  
William B. Cushing, Newton  
Frederick W. Davison, Dorchester  
William L. Esterberg, C.P.A. (Mass.), Reading  
Herbert Fallon, Dorchester  
Harry H. Ferngold, East Boston  
Herbert C. Fraser, Watertown  
\*Benjamin W. Fuller, Milton  
Guy L. Harvey, Boston  
Edgar P. Hawes, Roslindale

Raymond O. Keating, Woburn  
Joseph A. Kuebler, Winthrop  
\*William J. Lyons, Boston  
William J. Magee, C.P.A., (Mass.), Boston  
Harvard L. Mann, C.P.A., (Mass.), East Ded-  
ham  
Harold J. Parsons, A.A., Worcester  
Abijah Pearson, Roxbury  
Isaac Rich, Roxbury  
Charles F. Rittenhouse, C.P.A., (Mass. and  
N. H.), Jamaica Plain  
William D. Smith, C.P.A., (Mass.), Dorchester  
Walter F. Spinney, Allston  
Maurice B. Spinoza, Roxbury  
\*Charles E. Stearns, C.P.A., (Mass.), Boston  
Robert M. Taylor, West Somerville

### 1915—Bachelor of Commercial Science

Clarence E. Akerstrom, Medford  
Benjamin Asher, Worcester  
Robert Bruce, Roxbury  
Philip F. Clapp, C.P.A., (Mass. and N. H.),  
Roxbury  
Wilfred A. Clark, Medford  
Casper Cohen, C.P.A., (Mass.), Chelsea  
James B. Conway, Boston  
Albert B. Curtis, Roxbury  
Royal M. Cutler, C.P.A., (N. H.), Brockton  
Willis H. Doe, C.P.A., (N. H.), Medford  
Henry T. Dolan, Salem  
Clifton W. Gregg, C.P.A., (N. H. and Mass.),  
Beverly  
Milburn D. Hill, Salem  
Edward I. Hollander, Chestnut Hill  
Robert H. Hunter, Dorchester  
Edward S. Jenkins, Quincy  
\*Irving E. Jones, Brighton  
James S. Kennedy, Everett  
Martin C. Lee, South Boston  
John C. Lord, Brookline

Myron F. Lord, Dorchester  
Frank L. McCarthy, Arlington  
Edwin E. McConnell, C.P.A., (N. H.), Hyde  
Park  
Ralph C. MacDonald, Walpole  
William A. Mansfield, Somerville  
Lester C. Nutting, West Roxbury  
Herbert L. Perry, West Somerville  
James C. Purinton, Beverly  
Edward C. Richardson, Waltham  
James F. Rockett, Boston  
William W. Sharpe, Forest Hills  
Dale M. Spark, C.P.A., (Mass.), Dorchester  
Ralph G. Stetson, Boston  
Frank J. Sullivan, South Boston  
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William E. Tierney, Lawrence  
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Leo Wasserman, C.P.A., (Mass.), Roxbury  
William H. Wheeler, Somerville  
Carl W. Wright, C.P.A., (Mass.), Somerville

### 1915—Master of Commercial Science

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Charles H. Cornell, B.C.S., C.P.A., Chelsea  
Herbert Fallon, B.C.S., Dorchester  
Harry J. Ferngold, B.C.S., East Boston  
Herbert C. Fraser, B.C.S., Watertown  
Joseph A. Kuebler, B.C.S., Winthrop  
William J. Lyons, B.C.S., Boston

Harvard L. Mann, B.C.S., C.P.A., East Ded-  
ham  
Isaac Rich, B.C.S., Roxbury  
William D. Smith, B.C.S., C.P.A., Dorchester  
Maurice B. Spinoza, B.C.S., Roxbury  
\*Charles E. Stearns, B.C.S., C.P.A., Boston

\*Deceased

## 1916—Bachelor of Commercial Science

John B. Andrews, South Framingham  
Herbert J. Ball, S.B., Lowell  
Ronald B. Chipchase, Melrose  
James P. Dillon, South Braintree  
\*Loren N. Downs, Jr., S.B., Boston  
Howard B. Hall, Boston  
Harry I. Kessler, Roxbury  
Charles Lee, East Boston  
Joseph Levine, C.P.A., (Mass.), Dorchester  
Claude R. Marvin, Boston  
Frederick C. Rivinius, East Weymouth

Clarence E. Rosen, C.P.A., (Mass. and N. H.),  
Jamaica Plain  
Joseph S. Snow, Boston  
Harry W. Thomas, Melrose  
Alfred T. Timayenis, Revere  
Franklyn P. Trube, Winthrop  
William H. Walpole, Winthrop  
Gardner B. Wardwell, C.P.A., (Mass.), Melrose  
Charles A. Wight, Jr., C.P.A., (Mass.), Cam-  
bridge

## 1916—Master of Commercial Science

Robert Bruce, B.C.S., Roxbury

| Herbert L. Perry, B.C.S., West Somerville

## 1917—Bachelor of Commercial Science

Max Abelman, Roxbury  
Walter G. Ambrose, Boston  
Paul A. Anderson, Dorchester  
Hyman Berkowitz, Roxbury  
Alfred L. Billings, Arlington  
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Elbridge A. Bollong, C.P.A., (Mass. and N.H.),  
Allston  
Charles I. Boynton, Boston  
Benjamin G. Brooker, C.P.A., (N.H.), Dorches-  
ter  
George G. Caldwell, Mattapan  
Richard B. Capstick, Auburndale  
Benjamin A. Carlson, Allston  
Henry I. F. Carney, Somerville  
Carlton N. Chandler, Marion, Ohio  
William F. Chaplin, Cambridge  
Ira M. Conant, A.B., C.P.A., (Mass. and N.H.),  
Boston  
Michael Edelstein, Boston  
John C. Farrington, C.P.A., (N. H.), Lowell  
Paul Fishman, Roxbury  
James J. Fox, C.P.A., (Mass. and N. H.),  
Boston  
Charles Gale, C.P.A., (Mass. and N. H.),  
Dorchester  
Jack M. Gordon, Malden  
James A. Grant, Lowell  
Clifford E. Guild, Mansfield

Fred D. Harrington, C.P.A., (Mass.), Somer-  
ville  
Effinger E. Hartline, Washington, D. C.  
Simon Helman, C.P.A., (Mass.), Dorchester  
Walter G. Hill, A.B., Jamaica Plain  
George L. Hoffacker, Boston  
Arthur H. Holmberg, C.P.A., (N. H.), Cam-  
bridge  
James T. Johnson, Jr., C.P.A., (Mass.),  
Waltham  
Leonard L. Kabler, Roxbury  
Reuben Kaplan, Boston  
Max Katz, Dorchester  
George A. Lange, Jamaica Plain  
\*Charles C. MacLean, Cambridge  
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Robert Pillow, Allston  
\*Abraham N. Radler, C.P.A., (N. H.), Dor-  
chester  
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James A. Saunders, C.P.A. (Mass.), Brighton  
Louis I. Shulinski, Worcester  
Nathaniel F. Silsbee, C.P.A., (N. H.), Dor-  
chester  
Stanton S. Skolfield, Boston  
Samuel J. Stone, C.P.A., (Mass. and N. H.),  
Roxbury  
Francis B. Southwick, C.P.A., (N. H.), Waban  
Warren E. Wescott, Melrose  
Herbert F. Whitmore, Arlington Heights

## 1918—Bachelor of Commercial Science

Reginald Amback, C.P.A., (N. H.), Roxbury  
Abraham Annapolsky, Winthrop  
Walter H. Apperson, Medford  
Ralph S. Bell, South Boston  
\*Deceased

Louis J. Birger, Dorchester  
Ernest H. Brooke, Dedham  
Arthur M. Brown, Watertown  
Arnold D. Brundage, Salem

Clarence G. Chapin, Cambridge  
 Ernest R. Ciriack, Jamaica Plain  
 Joseph B. Cohen, C.P.A., (Mass. and N. H.),  
     Worcester  
 Dennis P. Crimmins, Worcester  
 Paul E. Crocker, Dorchester  
 Percy E. Darling, Melrose  
 George A. Dempsey, Salem  
 Joseph A. Dudley, W. Somerville  
 Frank C. Fogg, Dorchester Ctr.  
 James O. Foss, Boston  
 Louis Friedman, Worcester  
 George Hansen, Dorchester  
 Maxwell Harris, Dorchester  
 \*W. Clark Haywood, Salem  
 Irving E. Heymer, C.P.A., (N.H.), Auburndale  
 Joseph Hinchey, Melrose  
 Philip Isenman, Malden  
 Percival Lantz, Dorchester  
 Albert A. Lappin, Dorchester  
 William W. Lee, Danvers  
 Edward J. McDevitt, Jr., C.P.A., (Mass.),  
     Charlestown  
 Alfred B. Mahoney, Somerville  
 Walter J. Mahoney, Worcester  
 J. H. Melzard, Jr., Hyde Park  
 Edward F. Messinger, Roxbury  
 Frederic Mitchell, Malden  
 Arthur R. Morse, Andover

Leroy C. Murch, Beverly  
 William A. Murphy, Jamaica Plain  
 Walter P. Nichols, Melrose  
 Thomas A. O'Connell, Boston  
 Henry Osberg, Malden  
 Arthur T. Partington, Winthrop  
 Oliver H. O. Pearce, Malden  
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 Warren W. Petrie, Hyde Park  
 Henry A. Plett, South Boston  
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 Neal D. Randall, Melrose Highlands  
 Norman B. Reed, Melrose  
 Joseph G. Riesman, Chelsea  
 Louis J. Rosenthal, Roxbury  
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 Royal Shawcross, Boston  
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 Francis F. Vogel, Roxbury  
 George F. Wagner, Lowell  
 Raymond D. Willard, C.P.A., (Mass.), Concord  
 Frank H. Wrigley, Quincy

### 1918—Master of Commercial Science

Harry I. Kessler, B.C.S., Dorchester

### 1919—Bachelor of Commercial Science

John M. Ayer, Brighton  
 Harry D. Barr, Medway  
 Karl H. Becker, C.P.A., (N. H.), Roslindale  
 Paul G. H. Brueckner, Jamaica Plain  
 Dennis F. Casey, Dorchester  
 Ernest T. Craig, Brookline  
 Jeremiah P. Cronin, Beverly  
 Lawrence Davis, Roslindale  
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 Robert A. Fopiano, Everett  
 Rudolph Gfroerer, Dorchester  
 Maurice Goldberg, Malden  
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 Otis E. Johnson, Malden  
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 Samuel A. Kline, Dorchester  
 \*Deceased

Benjamin Koslofsky, Dorchester  
 Hyman Landsman, Chelsea  
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 Edward P. Mock, Woburn  
 Daniel J. O'Brien, Boston  
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 Mitchell Rosenfield, Revere  
 Morris Rosenthal, Roxbury  
 Nathan Rotfort, Chelsea  
 Frank P. Schaffer, Malden  
 Harold O. Smith, Lynn  
 Arthur L. Tobin, Salem  
 John W. Totten, Norwood  
 Ralph W. Watson, C.P.A., (Mass. and N. H.),  
     West Medford  
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## 1920—Bachelor of Commercial Science

### Boston

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John H. Cleary, Jr. Charlestown	Wilfred B. Maynard, Lowell
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George N. Dill, Belmont	Frederick A. Mock, Jamaica Plain
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John J. Donahue, Charlestown	Herman Olson, Dorchester
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Anton Eck, Dorchester	Saul O. Perlmutter, East Boston
Israel W. Ephross, Boston	B. Perlstein Morrison, Everett
Louis A. Estrach, Chelsea	Harry W. Prout, Brighton
Frank J. Farrey, North Woburn	Alonzo Putnam, Jr., Lowell
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Max Gidez, Boston	Israel Scolnick, Dorchester
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John Goldberg, Roxbury	Arthur F. Smith, Lowell
George Goldstein, Malden	Sprague R. Whitney, Winthrop
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## 1921—Bachelor of Commercial Science

### Boston

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Ernest W. Beals, Roxbury	William Claff, Malden
Irving R. Beiman, Malden	Eugene H. Clark, Medford
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Allen W. Bryson, Chelsea	Norman E. Dizer, East Weymouth

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 Charles W. Grinnell, West Somerville  
 Harold A. Haigh, Methuen  
 Harry N. Hartman, Boston  
 James M. Haynes, South Boston  
 Charles S. Hobart, Chelsea  
 Alwyn G. Hole, Boston  
 Lester D. Hurd, Boston  
 Joseph Jacobs, Dorchester  
 Louis I. Jones, Dorchester  
 Louis Kaplan, Boston  
 Abraham Karp, Boston  
 Louis Lederman, Dorchester  
 Harold J. Lefkowitz, Roxbury  
 Harry E. Levine, Springfield  
 Israel A. Levin, Roxbury  
 Julius Levine, Boston  
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 Abraham H. Mamis, Providence  
 Frank W. McCafferty, Cambridge

W. Robert McLees, New York  
 Arthur Milgroom, Chelsea  
 John E. B. Munn, Roslindale  
 Bernard F. O'Neil, South Boston  
 George R. O'Neil, Lowell  
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 Carl A. Page, Lexington  
 James F. Patten, West Somerville  
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 Adolph G. Plett, South Boston  
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 Moses Rosenthal, Boston  
 Lewis F. Sawyer, Lawrence  
 Benjamin L. Schwalb, Hyde Park  
 Samuel B. Snow, Malden  
 Max Starr, Boston  
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 Percy W. Taylor, Medford  
 Frederick J. Venner, Lowell  
 Harry A. Waitt, Quincy  
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